

## 14 – Administration

### Introduction

All federal agencies have adopted the National Wildfire Coordinating Group (NWCG) *Interagency Incident Business Management Handbook (IIBMH)* as the official guide to provide execution of each agency's incident business management program. Unit offices, geographic areas, or NWCG may issue supplements, as long as policy or conceptual data is not changed.

### Policy

Since the consistent application of interagency policies and guidelines is essential, procedures in the *IIBMH* will be followed. Agency manuals provide a bridge between manual sections and the *IIBMH* so that continuity of agency manual systems is maintained and all additions, changes, and supplements are filed in a uniform manner.

*BLM* – The *IIBMH* replaces *BLM Manual Section 1111*.

*FWS* – Refer to *Service Manual 095 FW 3 Wildland Fire Management and Fire Management Handbook* for specific agency direction.

*NPS* – Refer to *RM-18* for specific agency direction.

*USFS* – Refer to *FSH 5109.34* for specific agency direction. Regions/Geographic Areas may issue supplements.

### Objectives

Agency administrators, incident management teams (IMTs), and incident personnel must ensure that incident operations include:

- Maintenance of proper finance, property, procurement, and personnel records and forms consistent with the *IIBMH* and agency requirements.
- Proper classification and payroll of emergency firefighting personnel.
- Uniform application of regulations pertaining to pay, leave, travel, hazard pay, commissary, injury compensation, etc.
- Acquisition of necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations.
- Managing and tracking government property to ensure accountability.

### Responsibility

Chapter 40 of the *IIBMH* provides guidelines for coordination responsibilities of the local agency administrator and the incident management team.

Agency administrator (AA) provides incident business management information, direction, and support to the incident commander, and oversees incident business management activities to ensure compliance with agency policy.

Incident commander (IC) establishes and maintains business management practices for incident management activities. The IC and assigned staff are responsible for carrying out business management activities in accordance with the *IIBMH* and agency policy.

Incident Business Advisor (IBA) is the liaison working directly for the AA. The IBA is recognized as an interagency position and provides expert business, financial/fiscal advice. The IBA serves as a bridge to the AA, IMT, and other incident support functions, providing a communication flow to assigned resources with the focus on successful incident business management practices.

Incident business management practices on a unit are a critical element of incident operations. Utilizing the IBA will facilitate the unit's ability to implement sound incident business practices. Agency administrators should determine if they have qualified resources available to fulfill the IBA position based on ICS qualification standards. The *NWCG Incident Business Advisor Guide (PMS 314)* provides guidelines for IBA activation and IBA roles, responsibilities, and qualifications.

### **Recent *IIBMH* Supplemental Direction**

***Overtime Pay and Maximum Earnings Limitation for Employees Engaged in Fire Suppression Activities.*** Public Law 106-558 and Public Law 107-20. Public Law 106-558 provides for employees of the Forest Service and the Department of the Interior who have their overtime hourly rate capped at GS-10, Step 1. These employees can now be paid at an overtime rate equal to one and one-half times their hourly rate of basic pay when engaged in emergency wildland fire suppression activities. The annual earnings limitation still exists. The new overtime provisions will apply only under the following circumstances:

- Those assigned to emergency wildland fire activities (including wildland fire use) whose overtime work is exempt from coverage under the FLSA.
- Those involved in the preparation and approval of a Burned Area Emergency Stabilization and Rehabilitation Plan (ESR)/Forest Service (BAER) whose overtime hours worked are exempt from coverage under the FLSA. The new overtime provisions will apply only until the initial ESR/Forest Service (BAER) plan is submitted for approval.
- Those required to augment planned preparedness staffing levels to enhance short term suppression response capability, severity activities, accident or after accident reviews related to wildland fires or emergency wildland fire funded prevention activities, whose overtime hours worked are exempt from coverage under the FLSA.
- In order to qualify for this pay provision, an employee's overtime work must be charged to a wildland fire, ESR/ Forest Service (BAER), severity, or wildland fire suppression funds tied to the support of suppression operations and that overtime must be recorded on a timesheet approved by an appropriate supervisor.

The new overtime pay provision does not apply to personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or to overtime incurred in conjunction with any other activity not specified above.

### **Unique Items**

***Purchase or Rental of Recreational/Entertainment Items*** – is subject to agency direction and appropriation authorities. See incident agency appropriation

authorities/direction and incident agency operating guidelines for incident business administration. (See United States Code, Title 16-Conservation, Chapter 1, Subchapter I, National Park Service, Sec. 1a-2, (b) Recreation; United States Code, Title 16-Conservation, Chapter 3, Subchapter I, General Provisions, Sec. 554.

**The Incidental Expenditure Rate** – for all emergency assignments, where meals and lodging are provided, is \$2.00 per day, for federal regular government employees. See agency specific directives or policy for exceptions.

## Procurement

### Policy

Procedures for emergency incident acquisition operations can be found in Chapter 20 of the *Interagency Incident Business Management Handbook*. Agency specific guidelines should be available from the local unit procurement office/staff and provided to IMTs, Buying Teams, etc.

### Service and Supply Plan

Local units are responsible for establishing and annually updating a Service and Supply Plan that specifically identifies supplies, equipment, and services normally required in support of an incident. A copy of the Service and Supply Plan is provided to IMTs, Buying Teams, expanded Dispatch, etc.

Local and geographic area procurement personnel should be utilized to develop the Service and Supply Plan.

Preplanning will facilitate transition of IMTs and enable both local procurement staff and Buying Teams to provide timely acquisition support to emergency incidents.

### Emergency Procurement

Most initial attack and smaller incidents don't require extensive immediate procurement. Local units may have contracting officers and procurement agents who can provide emergency incident support using their delegated emergency procurement authority.

**Buying Teams** – A Buying Team is ordered when incident procurement needs exceed local unit capability. The Buying Team reports to the agency administrator and works with local unit administrative and dispatch staff to support the incident acquisition effort.

Geographic areas determine the composition of Buying Teams used within the geographic area.

A Buying Team should not be used as a defacto payment team. An administrative payment team should be resource ordered to meet incident and local unit payment needs.

Detailed information on Buying Teams can be found in the *IIBMH, Chapter 20, Acquisition*, and *Chapter 40, Incident Business Coordination*.

**Incident Contracting Officers (ICO)** – Agencies have delegated limited procurement authority to personnel meeting ICO requirements. ICOs may establish Emergency

Equipment Rental Agreements (EERAs) using an established geographic area supplement for equipment rates.

**Purchase Cards and Convenience Checks** – The resource order and request number must be included on all convenience checks and purchase card receipts. Local units should establish policies regarding documentation requirements and authorization to use the purchase card and/or convenience checks for emergency incident procurement. These requirements must be communicated to local unit and assigned incident personnel.

## Contracts

### Policy

Use of contractors for support of fire suppression operations is appropriate and in many cases the preferred method of obtaining goods or services. Fire suppression contracts with other agencies are utilized when it is not practical or economically feasible for an agency to provide its own fire protection.

Service contracts for suppression, prescribed fire, and fire use implementation or planning must adhere to all requirements in agency manuals and the *Wildland Fire Qualification Subsystem Guide (NWCG, PMS 310-1)*. Based on fire complexity, the appropriate agency administrator shall evaluate the experience and training of contract personnel to ensure that they have the skill, demonstrated experience, and knowledge needed to successfully complete prescribed fire or wildland fire projects.

**BLM** – Fire suppression contractors must meet BLM minimum standards for fire equipment, personnel qualifications, and training.

**USFS** – Refer to *FSM 5148* for specific direction.

### Types of Contracts

The best example of pre-arranged contracts for aircraft are those provided through the Office of Aircraft Services (OAS) or the Forest Service. Another common arrangement is a suppression contract with a state or local government agency for fire protection services on public lands. Federal agencies may also contract to provide services to another agency for suppression activities. Other contracts include meals, lodging, fuel, equipment, and service contracts.

**National Contract** – OAS and the Forest Service establish mandatory contracts for use by federal wildland firefighting agencies for airtankers, Type 1 and 2 helicopters, and mobile food and shower services, crews and engines. The National Interagency Mobilization Guide describes ordering procedures for these contracts.

**Commissary Contract** – The National Mobile Commissary Services Contract has been established for use by all federal and state agencies, but it is not a mandatory source. See the *IIBMH, Chapter 20, Acquisition* and *Chapter 10, Section 14, Commissary*, for additional information.

## Injury Compensation

### Policy

Agency policy provides for prompt medical attention to all injured or ill incident personnel. All forms and documentation needed to protect the individual's rights must be completed and sent to the appropriate home unit. It is the responsibility of the employee, supervisor, incident commander, and the agency administrator to ensure policy and procedure are followed. Detailed information on coverage, medical treatment authorization, and forms completion can be found in the *IIBMH, Chapter 10, Section 15*.

### Federal Employees and Casuals

The Federal Employees Compensation Act (FECA) provides workers compensation coverage for federal employees and casuals (EFF, AD, Emergency Worker). The Office of Workers Compensation Programs (OWCP) administers FECA. The incident management team ensures prompt medical treatment is provided, and appropriate forms and documentation are completed. The local unit is responsible for forwarding original forms to the individual's home unit. The individual's home unit is responsible for submitting reportable claims to OWCP.

OWCP costs resulting from injuries and illnesses associated with wildland fire operations are chargeable to the fire program, rather than to other regular programs. These OWCP chargeback codes are identified in the *IIBMH*.

### Non-Federal Personnel

Contractors and their employees, inmate crews and their custodians, National Guard mobilized by a governor's order, active duty military personnel, and most state personnel are not covered by federal workers compensation. Medical treatment may be provided in accordance with the terms of contracts and agreements.

State workers compensation programs authorize medical care and treatment for state personnel. State workers compensation coverage varies from state to state. Contact an agency representative or the individual's home unit to determine required forms. Use federal forms, if necessary, to document the injury/illness and authorize medical treatment.

### Agency Provided Medical Care (APMC)

Local units may establish agreements with medical facilities (physicians, hospitals, clinics, pharmacies, etc.) to provide initial emergency medical care to incident personnel. The local unit is responsible for paying the provider for APMC services. These costs are separate from OWCP and are chargeable to the incident.

The local unit coordinates establishment of APMC services and documentation requirements with the IMT Finance/Administration Section Chief.

An APMC Authorization and Medical Report, FS-6100-16, is used to authorize and document medical treatment. Do not issue a CA-16, Request for Examination and treatment, for APMC, but a CA-1 is still required.

Detailed information regarding APMC can be found in the *IIBMH, Chapter 10, Section 15*.

## Hiring of Casuals

### Policy

The Administratively Determined (AD) Pay Plan for Emergency Workers authorizes and provides directions for the hiring of emergency firefighters (EFF, AD, casuals, and emergency workers). The Pay Plan is updated annually and distributed as a Department of the Interior (DOI) Instruction Memorandum and FS Supplement as an exhibit to the *IIBMH, Chapter 10, Section 13*. The DOI and the Forest Service have their own pay plans. Refer to the appropriate agency AD pay plan for conditions of hire.

### Pay Plan

Rates of pay are set on a geographic area basis for AD-1 to AD-4 and a maximum rate set for AD-5. Geographic areas establish AD-5 rates for significant positions. Local units may negotiate AD-5 rates for positions not covered in a geographic area supplement for AD-5 rates. Casuals are paid straight time for all hours worked; no premium pay is authorized. Casuals are not eligible for unemployment benefits. Effective January 1, 1999, the Internal Revenue Service required that federal and state income tax be withheld from emergency firefighter wages. Local units are responsible for providing casuals the opportunity to complete federal and state tax withholding forms.

### Casual Payroll

Agency casuals are paid through an Assistant Disbursing Officer (ADO) or Treasury, utilizing the EFF Pay Program maintained by the DOI National Business Center. Hiring units are responsible to forward completed federal and state tax withholding forms to the designated ADO for entry into the EFF Pay system. Failure to complete and timely submit federal and state tax withholding forms will result in taxes being withheld at the highest rate. Casuals receive an Earnings Statement with each paycheck that provides current and year-to-date payroll and withholding information.

### Use of Pay Plan for Hazardous Fuel Reduction

Refer to the DOI Pay Plan for Emergency Workers for information regarding the use of emergency workers for hazardous fuel reduction projects on Departmental lands. Refer to the Forest Service Pay Plan for Emergency Workers for information regarding the use of emergency workers for hazardous fuel reduction projects on Forest Service Lands.

## Cache Management

The DOI-BLM manages two National Interagency Support Caches (NISC), and USDA-Forest Service manages nine national caches. Agencies often serve as interagency partners in local area interagency support caches, and operate single agency initial attack caches. All caches will maintain established stocking levels, receive and process orders from participating agencies, and follow ordering and fire replenishment procedures as outlined by the national and geographic area cache management plans and mobilization guides.

*USFS* – Refer to *FSM 5160* for specific requirements.

### National Interagency Support Caches

The eleven national caches are part of the National Fire Equipment System (NFES). Each of these caches provides incident support in the form of equipment and supplies to

units within their respective geographic areas. The NFES cache system may support other emergency, disaster, fire-related or land management activities, provided that such support is permitted by agency policies and does not adversely affect the primary mission. These national caches do not provide supplies and equipment to restock local caches for non-incident requests. Non-emergency (routine) orders should be directed to the source of supply, e.g., GSA or private vendors. The Great Basin cache at NIFC provides publications management support to the National Wildfire Coordinating Group (NWCG). Reference the *NWCG, National Fire Equipment System Catalog (NFES 0362)* for more detailed information.

Forest Service National Symbols Program distribution is through the Northeast Area National Interagency Support Cache. This material is coordinated by the USDA Forest Service, under advisement of the National Association of State Foresters' (NASF) Cooperative Forest Fire Prevention Committee (CFFP), and the DOI Bureau of Land Management. Materials include Smokey Bear prevention items, Woodsy Owl environmental educational materials and Junior Forest Ranger fulfillment. It also distributes DOI Fire Education materials and provides resource kits for National Fire Prevention Teams. The website at [www.symbols.gov](http://www.symbols.gov) contains the catalog of these materials and offer information having to do with these programs.

### **Local Area Interagency Support Caches**

These caches directly support more than one agency, and generally cover more than one administrative unit. They will maintain stocking levels to meet the identified needs of the multiple agencies for whom service is provided.

### **Initial Response Caches**

Numerous caches of this level are maintained by each agency. These caches will establish and maintain stocking levels to meet the initial response needs of the local unit(s).

### **Inventory Management**

**System Implementation** – Each fire cache, regardless of size, should initiate and maintain a cache inventory management system. Agency management systems provide a check out/return concept that incorporates a debit/crediting for all items leaving the cache. This system is strictly followed in the NISCs. Inventory management processes should be implemented for all local interagency support and initial action caches.

**Reporting Requirements** – By April 1 of each year, all local interagency support and initial action caches will submit to their servicing NISC, available quantities of the items referenced in **Appendix BB**.

Note: All items reported will conform to refurbishment standards set forth in *NFES 2249, Fire Equipment Storage and Refurbishment Standards*. Those items not identified in *NFES 2249* will not be refurbished.

### **Accountability**

Fire loss/use rate is defined as all property and supplies lost, damaged or consumed on an incident. It is reported as a percentage that is calculated in dollars of items issued compared to items returned. The reasonable anticipated fire loss/use rate for all items

issued to an incident is 15 percent of trackable and durable items. Consumable items are not included in this total. All items stocked in agency fire caches will be categorized for return (loss tolerance/use rate) and accountability purposes.

**Trackable Items** – include items that a cache may track due to dollar value, sensitive property classification, limited quantities available, or other criteria set by each geographic area cache. Items that are considered trackable are usually engraved or tagged with a cache identification number. These items must be returned to the issuing fire cache at the end of the incident use, or documentation must be provided by the issuing cache in the form of a Property Loss/damage Report (OF-289). All trackable items are also considered durable. 100 percent accountability is expected on trackable items.

**Durable Items** – include cache items considered to have a useful life expectancy greater than one incident. High percentages of return for these items are expected. These items are not specifically cache identified/tagged/engraved.

Acceptable loss tolerance/use rates for the following durable goods have been established:

- 10% for water handling accessories, helicopter accessories, tents, and camp items such as heaters, lights, lanterns, tables, and chairs.
- 20% for hose, tools, backpack pumps, sleeping bags, pads, and cots.
- 30% for personal protective equipment.

**Consumable Items** – include items normally expected to be consumed during incident use. Consumable items returned in unused condition are credited to the incident. Examples of consumable items are: batteries, plastic canteens, cubitainers, forms, MREs, fuses, hot food containers, petroleum products, and medical supplies.

**Incident to Incident Transfer of Supplies and Equipment** – Transfer of supplies and equipment between incidents is not encouraged, due to the increased possibility of accountability errors. However, in special instance, when it is determined to be economically feasible, the following must be accomplished by the Supply Unit Leader from the incident that is releasing the items:

- Documentation will be completed on the Interagency Incident Waybill (NFES #1472), and must include the following:
  - ▶ NFES Number
  - ▶ Quantity
  - ▶ Unit of Issue
  - ▶ Description
  - ▶ Property number, if item is trackable
  - ▶ Receiving incident name, incident number and resource request number.
- The Supply Unit Leader will send the waybill transfer information to the servicing geographic area cache to maintain proper accountability recording.

**Fire Loss Tolerance Reporting for Type 1 and 2 Incidents.** In order to help managers keep incident-related equipment and supply loss to a minimum, IMTs are required to maintain accountability and tracking of these items. Guidelines and procedures to assist with this accountability are provided in Chapter 30 of the *IIBMH*. To further facilitate these procedures and provide oversight, a fire loss report has been developed that provides detailed information regarding used and trackable item use. This report has



been accepted by NWCG for all wildland fire agencies and will be compiled for all Type 1 and Type 2 incidents. Investigations may be conducted in those cases where loss/use tolerances rates may have been exceeded.

These reports are compiled by the geographic area NFES cache servicing the particular incident. Reports will then be forwarded to the responsible local office, with a copy to the state/regional FMO, within 60 days of the close of the incident to meet these time limits. Several steps must be followed to facilitate complete data resulting in accurate reports:

- At the close of each incident, all property must be returned to the servicing NFES cache. If accountable property has been destroyed or lost, appropriate documentation must be provided to the cache for replacement and updating property records.
- All property purchased with emergency fire funds for an incident must be returned to the NFES cache system.
- All unused consumable and/or durable NFES items must be returned to the servicing NFES cache within 30 days of control of the incident.

Agency administrators/fire management officers must review the fire loss report and recommend appropriate follow-up action if losses are excessive. Those actions and recommendations should be documented and filed in the final incident records.

***Incident Supply and Equipment Return Procedures*** – Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of the incident and dispersed in one of three ways:

- Items meeting NFES standards will be returned to the local or geographic area cache for reuse within the fire supply system.
- Items not meeting the prescribed NFES standards will either be purchased with project funds by the local unit if the items are needed for program use.
- Will be delivered to the units excess property program for disposal.

***Cache Returns and Restock Procedures*** – All returns for credit and restock of caches to specific incident charges should be made within 30 days after the close of the incident. If that timeframe cannot be met, it is required that returns and restock be made during the same calendar year as items were issued. All returns should be tagged with appropriate incident number, accompanied by an interagency waybill identifying the appropriate incident number, or accompanied by issue documents to ensure proper account credit is given. Any items returned after the calendar year of issue will be returned to multiple-fire charges, unless specific incident charge documentation (issues) can be provided with the return.

## **Mobile Fire Equipment Policy**

It is agency policy to maintain each piece of mobile fire equipment at a high level of performance and in a condition consistent with the work it has been designed to perform. This shall be accomplished through application of a uniform preventive maintenance program, timely repair of components broken or damaged while on assignment, and in accordance with all agency fiscal requirements. Repairs shall be made and parts replaced, as identified, to keep the equipment functional; and priority given to any item required for the equipment to be safe and kept operational.

*BLM* – Mobile fire equipment is not to be altered or modified without approval of the BLM National Fire Equipment Committee.

## Fire Equipment Management

### Introduction

This section contains specific guidance on activities, standards, and procedures in the management of the agencies fire equipment.

*BLM* – The BLM’s fire equipment program designs, develops, and acquires specialized equipment, cabs, chassis, utility bodies, and pump packages to meet the BLM’s annual fire engine replacement and fire suppression requirements. Fire engine design is accomplished through the analysis of performance needs identified, survey of new technologies, and the development of test models and prototype units. Acquisition of these components is done through a combination of contracting, remanufacture of existing units, and in-house assembly. The BLM operates a fire vehicle program that balances state of the art technology with overall cost efficiency, to provide maximum safety for personnel while effectively meeting suppression needs. Also refer to the *BLM Manual H-9216-1, Fire Equipment Supply Management*.

*NPS* – The NPS manages the Working Capital Fund (WCF) Fire Equipment Program through the Fire Management Program Center. The working capital funding for the program is administered through an interagency agreement with the BLM. The NPS’s WCF fire equipment program acquires specialized equipment, cabs, chassis, utility bodies, and pump packages to meet the NPS’s annual fire engine replacement and fire suppression requirements. Fire engine design is accomplished through the analysis of performance needs identified, and survey of new technologies. Acquisition of these components is done through contracting with vendors identified on GSA contracts.

### Standards and Specifications

*BLM* – Standardization of our mobile fire equipment fleet aides in the ability to produce equipment that effectively meets the users needs at the lowest possible cost, and with the least impact on the BLM work force.

#### *Fire Equipment Development*

*BLM* – The BLM maintains a Fire Equipment Development Unit located at NIFC. This unit is responsible for the ordering, inspection, receiving, distribution, and development of new fire equipment that will meet or exceed the minimum performance standards established by the BLM National Fire Equipment Committee.

*NPS* – The Fire Equipment and Facilities Specialist, located at NIFC, is responsible for ordering, inspection, receiving and distribution of new fire equipment.

### *Equipment Development Process*

**BLM** – The BLM has established a fire equipment development process to ensure that any new fire equipment, engine models, or technologies meet or exceed established performance standards. All new fire engines, new equipment models, vehicle chassis, and major components will follow this development process, and are tested and evaluated under actual field conditions prior to being made available for general ordering. While it may take only a few weeks to complete the development and evaluation process for a minor component, it takes several years to develop a new chassis, fire engine model, or major component.

### *Management of Standards*

**BLM** – BLM's specifications and standards are maintained by the Fire Equipment Development Unit at NIFC. Equipment standards and options are managed under a "sealed pattern" concept. Major changes to equipment are made once a year during the BLM National Fire Equipment Committees fall meeting. This is done through a formal documented process.

Minor changes to blueprints and specifications are the responsibility of the Fire Equipment Development Unit to insure that equipment in production is not delayed. Major changes must be addressed through the BLM fire equipment development process.

Procurement of nonstandard equipment with fire management funds, when standard equipment is available, has to have written approval by the Director, Office of Fire and Aviation. The BLM Fire Equipment Committee has the responsibility to approve and establish the minimum performance standards of all BLM/WCF mobile fire equipment.

**Classes of Standard Units** – Each agency has established classes for all GSA and agency-owned vehicles.

### *Equipment Deficiencies and Improvements*

**BLM** – The BLM fire engine fleet is in a constant state of development. Improvements to the equipment begins only after field service has identified that a specific item of equipment is not operating to its optimum performance, a deficiency has been encountered, or that an improvement to the equipment would allow it to be easier to operate and maintain.

To help identify items found deficient or in need of improvement an Improvement/Report of Deficiency form is available on the Fire Equipment Development Unit web site at <http://web.blm.gov/internal/fire/equipdev>. This deficiency and improvement reporting method will allow for the documentation of the where, what, when, and how the deficiency or improvement was identified and status of its correction or implementation. It will also allow the BLM to monitor fire equipment over the long term and aide in identifying trends.

**Funding Accessories and Upgrades** – Any equipment added to a fire engine which is not part of the current agency standard for the vehicle class (supplemental lighting, winches, special painting, radios, etc.) are add-on items and are not funded with WCF funds. The cost of fire engine package modifications, and optional equipment, which is not in the current fire engine standard, including the replacement/modification of equipment provided with the vehicle, is the responsibility of the state/region or local office.

## **Valid/Invalid Expenditures of WCF Funds**

### ***Travel on WCF Funds***

**BLM** – Travel using WCF funds is allowed only for NIFC Fire Equipment Development Unit and National Business Center personnel attending pre-work conferences, serving as contracting officers, contracting officer representatives, or project inspectors on fire vehicle related contracts, and for other personnel associated with the delivery of a new fire engine or support vehicle.

**NPS** – Travel using WCF funding is allowed only for Fire Management Program Center and Accounting Operation Center staff attending pre-work conferences, serving as contracting officers or project inspectors on fire equipment related contracts. The WCF program also provides travel funding for park fire personnel to transport new fire equipment back their respective parks. WCF funds will not be used to transport new equipment back to parks commercially except under extenuating circumstances. Retrieval of new fire vehicles should be done by park fire individuals so as to obtain a thorough briefing of the operational features of that vehicle by the manufacturers.

### ***Vehicle Repairs, Maintenance***

**BLM** – The cost of all vehicle repairs and maintenance should where possible be charged to the benefiting activity unless this cannot be established.

**NPS** – The cost of WCF vehicle repairs and maintenance is the responsibility of the individual parks.

### ***Mid-Cycle Maintenance***

**BLM** – Mid-cycle maintenance on fire engines may be required to help ensure that the vehicles reliability, integrity, safety, and cosmetic value are up to minimum standards. It is known that some wear and tear cannot be resolved through a regular maintenance schedule; and it is necessary to perform special maintenance on the vehicle. These costs are chargeable to the WCF; but, before this mid-life maintenance can be initiated, required repairs must be identified. Estimates of the maintenance and repair cost must be completed prior to having the work completed. A copy of the estimate and approval shall be forwarded to the Fire Equipment development Unit at NIFC so it can be placed in the vehicles history file.

Mid-cycle maintenance does not include the cost of any item that should have been corrected at the time the damage occurred or repairs to equipment, which was not standard at the time of original purchase.

### **Fixed Ownership Rates (FORs)**

These are the fees that are charged monthly for each fire vehicle in service. These fees continue to accumulate over the life of a vehicle, and are used to replace each vehicle at the end of its life cycle. The FOR rates are adjusted annually by the WCF manager to reflect changes in replacement costs due to inflation and/or changes in performance. The collection period is from May to October to allow the benefiting activities to be charged.

### **Use Rates**

*BLM* – Use rates are independent of the FOR rates, and are adjusted annually to reflect all WCF costs associated with the administration, delivery, maintenance, and repair of vehicles in each vehicle class. These use rates may vary significantly from year to year, particularly in those vehicle classes, which have low number of vehicles. (To aid in keeping these rates low where possible benefiting activities should be responsible and charged for any repairs and maintenance.)

### **Fire Equipment Committees**

*BLM* – BLM National Fire Equipment Committee. The committee consists of the national chairperson, state equipment committee chairpersons (or designated representatives), a national office representative, Fire Equipment Development Unit supervisor, and National Business Center (NBC) equipment management specialist. Meetings are scheduled twice a year. Agenda items and topics are solicited from the national office and states. Formal meeting minutes containing findings and equipment recommendations are distribute for review prior to adoption.

BLM State/Geographic Area Fire Equipment Committees. Each state/geographic area should maintain a fire equipment committee which provides the following:

- Establishes, coordinates, and standardizes internal (state) fire equipment management practices.
- Identifies equipment needs, deficiencies and develops proposals for presentation to the BLM National Equipment Committee.
- Provides a representative to the National Equipment Committee to present the states equipment requirements, improvements, and deficiencies.

*NPS* – The NPS equipment committee meets twice yearly to identify equipment problems, needs, and NPS standards. This committee is comprised of engine foremen (captains), fire management officers, and representation from the Fire Use Modules. The permanent chairperson is the Fire Equipment and Facilities Specialist at the Fire Management Program Center.

## Property Transfer/Replacement

**BLM** – Surplus, early turn-ins, and transfer fire vehicles may be transferred to another area for continued service with the approval of the State Director and WCF manager. In these instances, the vehicle remains in the same class, and the FOR and use rates will continue to be charged to the unit acquiring the vehicle. Field Offices wishing to dispose of fire engine equipment prior to the normal replacement date may do so. In these instances, no future replacement is automatically provided; and there is no accrued credit from the FOR collected on that unit prior to disposal. Field offices acquiring this type of equipment continue payment of the FOR and use rates.

**Conversions** – Offices in possession of fire engine equipment due for replacement have the option of replacing that equipment with vehicle(s) of another class. The change in NUS must be consistent with the approved FMP (conversion of two light engines to one heavy engine). State Director and Property Manager approval and sufficient contributions through the FOR or other funds to make up any difference in cost are required.

**NPS** – Surplus vehicles for NPS will be excessed through the BLM Working Capital Fund Program. An SF-126 form will be submitted to the NPS Fire Equipment and Facilities Specialist upon receipt of new vehicle. After review, the form will be transferred to the BLM. BLM will manage the disposal of all surplus WCF equipment. Residual value of sold excessed fire vehicles is returned back into the NPS WCF. Parks should not excess WCF fire equipment through normal GSA channels.

## Fitness Equipment and Facilities

**NPS** – BDO-57 Occupational Medical Standards, Health and Fitness defines the minimum equipment needed to meet physical fitness goals. The following guidance will be used to specifically determine FIREPRO allocations for equipment purchase:

- The FIREPRO funding allocation will represent the percentage of mandatory fitness participants in a park. For example, park AX may have 20 total mandatory fitness participants in its health and fitness program, five (5) of whom are wildland firefighters. FIREPRO would pay 25 percent of the cost of equipment purchase.
- The regional fire management officer's approval is required for any anticipated purchases requiring FIREPRO contributions in excess of \$1,200.
- Where all of a park's mandatory fitness participants are wildland firefighters; FIREPRO will fund up to a maximum of \$1,200 per park for equipment purchase. The regional fire management officer's approval is required for purchases in excess of that amount.
- DO-57 indicates that health club costs must be borne by park management for mandatory fitness participants. However, in-park exercise facility development is the preferred option. Where this is not possible, health club costs, not to exceed \$360 per year, may be paid from FIREPRO funds for each wildland firefighter mandatory program

participant. Approval from the regional fire management officer is required for annual fees that exceed \$360.

## Wildland Fire Uniform Standards

*NPS* – The Servicewide Uniform Program Guideline (DO-43) sets forth the Servicewide policies and associated legal mandates for wearing the National Park Service (NPS) uniform and for authorizing allowances to employees.

The guideline states that superintendents administer the uniform program within their areas, and are responsible for developing and communicating local uniform and appearance standards in accordance with DO-43, determining who will wear the uniform and what uniform will be worn, and enforcing uniform and appearance standards. Three options exist for uniforms for wildland fire personnel:

- Within the context of the uniform standards, if the conventional NPS uniform is identified at the local level as required for specified fire management staff, FIREPRO program management funds may be used to support uniform purchases in accordance with allowance limits identified in DO-43
- While Nomex outerwear (i.e., shirts, trousers, brush-coats), routinely issued as personal protective equipment, has become recognized as the uniform of the wildland firefighter as a matter of necessity, these apparel also have justifiable utility as a uniform standard at the park level for certain FIREPRO and/or ONPS base-funded wildland fire staff.
- When the conventional NPS uniform or the full Nomex outerwear is not appropriate or justified, local management with regional director approval may establish a predetermined dress code for fire staff. The goals of the NPS uniform program can appropriately be applied (with common sense) to this departure from the norm.

Where appropriate and justified, FIREPRO funds may be applied to the purchase of 100 percent cotton tee shirts and sweatshirts, and ball caps, with appropriate logo and color scheme, to augment the Nomex outerwear worn in conjunction with project or wildland fire management incidents. Nomex outerwear will usually be returned to the parks fire cache based on the tour of duty (end of season, transfer to another park, etc.).

The fire management officer is responsible for establishing a reasonable allotment schedule for new or returning employees, commensurate with supplies provided in previous seasons. A suggested per person issuance is three to four tee shirts, one ball cap, and one sweatshirt (where appropriate). \$75 would normally be adequate to cover costs of this issuance.

Just as with uniform allowance discussed in DO-43, the intent of FIREPRO-funded purchases is to defray the cost of the appropriate apparel, not necessarily to cover the cost of all items. This will not only be factored into the quantities deemed necessary for the individual, but would also preclude FIREPRO-funded purchases of fleece jackets, rain gear, and other personal

items generally considered the responsibility of those employees not covered by the NPS uniform program.

### **Fire Management Credentials**

*NPS* – Official fire management credentials, with numbered badge, can be obtained by approved permanent or permanent less-than-full-time NPS employees. These credentials will be utilized for identification purposes only and will not be worn with the official NPS uniform or otherwise conflict with DO-43. Lost or stolen credentials, as government property, should be entered into NCIC for confiscation and return when found.

### **Professional Liability Insurance**

With the passage of Public Law 106-58, agencies are now required to pay up to 50% (no more than \$150) of the annual professional liability insurance premiums for qualified supervisors, management officials, and law enforcement officers who choose to purchase this insurance. Fire Management personnel fall within the qualified supervisors and management officials categories.

*NPS* – December 14, 1999 memorandum from the Associate Director, Administration to Regional Directors [P34 (2653)] transmitted the NPS policy on these reimbursements and should be referred to for qualifications and reimbursement criteria.